



ADMINISTRATIVE ORDER No. 19
Series of 2022

**SUBJECT: SUPPLEMENTAL GUIDELINES FOR THE
IMPLEMENTATION OF THE DSWD BAYANIHANG BAYAN PROGRAM
(BBP) IN LIGHT OF THE EMERGING INFECTIOUS DISEASES**

I. RATIONALE

The Bayanihang Bayan Program (BBP) is a platform for volunteering in government agencies and local government units (LGUs) under the Republic Act 9418 also known as the Volunteer Act of 2007. The law mandates that "National government agencies and LGUs shall establish volunteer programs in their respective offices to promote and encourage volunteering in government programs and projects as well as enjoin government employees to render volunteer service in social, economic and humanitarian development undertakings in the community" (RA 9418, Section 12c). BBP engages the volunteer assistance of the private sector in the implementation of government programs and projects for stronger partnerships between and among the stakeholders.

The emergence and spread of infectious diseases pandemic potential occurred throughout history. Major pandemics and epidemics such as plague, cholera, flu, severe acute respiratory syndrome coronavirus (SARS-CoV) and respiratory syndrome coronavirus (MERS-CoV) have already afflicted humanity. As human civilization has evolved and communities have become better connected, the likelihood of pandemics has subsequently and will continue to affect our modern-day

In previous years' disasters such as typhoon, earthquakes among others, volunteers are screened and quickly deployed without hesitation. However, at present, with the uncertainty of the Coronavirus -19 (COVID-19) and other pandemic that may occur and its ominous health risks, it has been the opposite. The Department of Social Welfare and Development (DSWD) cannot deploy volunteers due to shelter-in-place orders. Some have stopped onboarding new volunteers, especially on the centers and residential care facilities (CRCF). Others are utilizing staff to cover volunteer shifts, and some have drastically reduced the frequency of onsite human interaction. But volunteering for others has continued to thrive as people find new means of connecting and giving their time and skills. Despite these circumstances, there are some individual and organizations that signify interest to render volunteer work and the Department still needs onsite, remote, volunteers to help provide relief and continue the operations.

Thus, the need to adapt to a new kind of work to respond to these new challenges, DSWD will be providing volunteering opportunities through the virtual platform and still continue to accept at a minimum number of volunteers to appear physically onsite to DSWD offices and facilities following the LGUs enforcement of minimum health standards in the communities and compliance to DSWD guidelines to prevent the spread of COVID -19 such as the DSWD Advisory No. 1, series of 2021 also known as the Guidelines for the prevention, control, and mitigation of the spread of COVID-

19 in the DSWD Central Office, Field Offices, other facilities, attached and supervised agencies and also to the LGU, hence the issuance of this guideline.

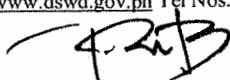
II. SUPPLEMENTAL PROVISIONS

Additional provisions are inserted under the following Sections:

Section 1. LEGAL BASIS

1. Republic Act No. 9418, series of 2007- "An act of Institutionalizing a Strategy for Rural Development, Strengthening Volunteerism and for the purpose
2. Office of the President Memorandum Circular No. 86, s. 2021 or Ensuring Compliance of Government Agencies and Instrumentalities with Health Protocol Applicable to their workplaces during the State of Public Health Emergency, and for other purposes.
3. Interagency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with Amendments as of April 15, 2021.
4. INTER-AGENCY TASK FORCE (IATF) Guidelines on the Nationwide Implementation of Alert Level System for Covid-19 Response as of December 14, 2021.
5. Administrative Order No. 10, series of 2010, Omnibus Guidelines on the DSWD National Volunteer Service Program (Amending for the Purpose Administrative Orders 214 and 218 series of 2002 and AO series 2007).
6. Memo on the Guidance on the Protection, Prevention and Safety of Residents and Personnel at the DSWD Residential Care Facilities re: COVID-19 (*Program Management Bureau, April 20, 2020*).
7. DSWD Advisory No. 1, series of 2021 also known as the Guidelines for the Prevention, control and mitigation of the spread of the Coronavirus Disease -19 (Covid-19) in the DSWD Central Office, Field Offices, other facilities, attached and supervised agencies. Section VII, implementing guidelines of the programs, activities, and projects of the DSWD under Operation item number 3 states that:

"The operations of the Centers and Residential Care Facilities CRCFs the operations shall continue, no visitors or mass gathering are allowed."



Moreover, on Item 3 on Scope/Coverage and Applicability, also state that “*This guidelines shall apply to all offices, bureaus, services, units (OBSUs) within the DSWD Central Office (CO) and Field Offices (FOs) under Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ).*”

8. DSWD Advisory No. 2 also known as Enhanced DSWD safety and health protocols in the light of COVID-19 Pandemic.
9. Administrative Order No. 03, s. 2020 – DSWD COVID-19 Response and Recovery Plan (2020-2022).

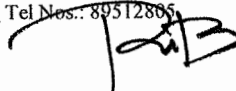
Section 2. OBJECTIVES

These guidelines shall supplement Administrative Order No. 10, series of 2010 entitled “Omnibus Guidelines on the DSWD National Volunteer Service Program”, to include enhancements of its existing provisions in line with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) guidelines on safety and health protocols and ensure effective implementation of the said program during the pandemic. Specifically, the objectives are as follows:

1. To identify protocols to control, prevent and mitigate the spread of emerging infectious diseases such as COVID-19 and others in the deployment of volunteers in DSWD Central and Field Offices, as well as DSWD-managed facilities, to be more responsive.
2. To provide guidance in safeguarding DSWD workforce, clients, resident, volunteers and stakeholders in the transition to the digital or virtual volunteering.

Section 3. OPERATIONAL DEFINITION OF TERMS

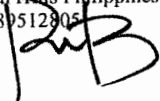
1. **Bayanihang Bayan Program (BBP)** or the Volunteer Program for Government Service refers to a platform for private sector volunteering in government agencies and LGUs by virtue of Republic Act 9418 or the Volunteer Act of 2007. (PNVSCA website, Volunteer Services)
2. **Center - Based** - refers to the SWD programs and services rendered in a physical structure or facility. (*Memorandum Circular No. 17, s. 2018*)
3. **Coronavirus disease 2019 (COVID-19)** – refers to a disease caused by a new coronavirus called SARS-CoV-2 (*World Health Organization*).
4. **Pandemic**- refers to “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people” (*The International Epidemiology Association’s Dictionary of Epidemiology*).



5. **Registration** – refers to the process by which volunteers and/or volunteer organizations are recognized by DSWD for purposes of selection and deployment, coordination, networking, information sharing, evaluation and documentation. (*Administrative Order No. 10 s. of 2010*).
6. **Residential Care Facilities** - refers to provision of twenty-four (24) hour group care services under the guidance of trained staff within a structured therapeutic environment geared towards rehabilitation. (MC No. 17, s. 2018)
7. **Residential Care Service** - refers to the set of activities where group care is provided by private or government operated agencies registered, licensed, or accredited by the Department under the guidance of a trained staff and within a structured therapeutic environment with the objective of reintegrating him/her with the family or community (or in the cases of children by direct or indirect solicitation and or fund drives and/or endowment. (*Administrative Order No. 15, s. 2009*))
8. **Social Distancing** – refers to measures taken to reduce close physical contact, especially to show the spread of contagious illness or disease. It is a maintenance of a distance of at least one (1) meter radius between and among attending the entirety of the event (*Memo-from-ExecSec_20200314_Stringent-Measures-On-Social-Distancing*)
9. **Volunteer**- refers to an individual or group, including students from high school, colleges and universities not covered by the National Student Training Program, (NSTP), who for reasons arises from their socio- developmental, business and corporate orientation, commitment or conviction, contribute time, service and resources whether full-time or part time basis to DSWD 's range of programs and services, with a just and essential social development cause, mission or endeavor in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves. (*Administrative Order No. 10, s, 2010*)
10. **Volunteerism** – refers to an act involving a wide range of activities including traditional forms of mutual aid and developmental interventions, that provides an enabling and empowering environment both on the part of the beneficiary receiving and the volunteers rendering the act, undertaken for reason arising from socio- developmental, business or corporate orientation, commitment or conviction for the attainment of the DSWD's goals and where monetary and other incentives or rewards are not the primary motivating factor. (*Administrative Order No.10, s. 2010*)

Section 4. IMPLEMENTING GUIDELINES

1. Submission for Needs of Volunteer Service



- 1.1. At the Field Office level, the request for volunteer/s shall be submitted to Capacity / Capability Building Section (CBS) as the Regional Bayanihang Bayan Focal Person.
- 1.2. DSWD volunteers on Disaster Risk Management and Response, including NRLMB follow AO 01, s.2007 entitled "Guideline on the Implementation of DSWD Volunteers on Disaster Risks Management and Response".

2. Social Marketing

- 2.1. Social Marketing Service at the Central Office or Unit at the Field Office shall disseminate the volunteer needs using DSWD website, Facebook, and other online social platforms for the need of the following:
 - a. Volunteer *to be physically present* to render volunteer work such as but not limited to training programs such as welding, Physical therapy, baking and pastry, cooking, automotive, food repacking, among others.
 - b. Volunteer via an online platform for work from home such as but not limited to storytelling, Sunday mass, bible sharing, counseling, psychosocial support, among others.

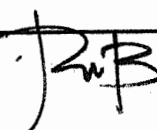
3. Recruitment

3.1. Registration

The volunteer shall choose one (1) mode of registration: Online Platform or Walk-in to avoid duplication of registration/data entry.

3.1.1. Online Registration

- 3.1.1.1. The Online Registration is in addition to the procedures under AO10, series 2010 to minimize personal application for volunteer service.
- 3.1.1.2. Interested individuals / groups shall register using the Online Platform provided for the BBP Online Volunteer Registry (OVR).
- 3.1.1.3. Access to the Online Registry will be provided to three (3) staff from Field Office, namely the CBS as Focal Person of BBP, Alternate Focal Person and the Regional Information Communication and Technology Management Unit (RICTMU)



on the management of the system and the database of registered volunteers in their respective Field Office. Thus, FOs shall provide SWIDB the names and email addresses of their respective staff assigned to this program.

- 3.1.1.4. The FO shall assign staff to monitor the entry of registered volunteers and reply with the registered potential volunteers within three (3) days upon receipt.
- 3.1.1.5. CBS shall contact registered volunteers for the screening of potential volunteers in the FO. On the other hand, SWIDB will contact and endorse the registered volunteers to concerned OBSUs for screening of volunteer/s.
- 3.1.1.6. Users of the database must ensure compliance with the provision of the Data Privacy Act of 2012 to ensure the protection of human rights on communication and privacy.

3.1.2. Walk-in Registration

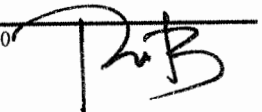
- 3.1.2.1. Individuals or organizations who do not have internet access shall secure the Volunteer's Registration Form (Annex 1) through the following:
 - a. Social Welfare Institutional Development Bureau
 - b. DSWD Field Offices - CBS
 - c. Centers and Residential Care Facilities
 - d. National Resource and Logistics Management Bureau
- 3.1.2.2. The accomplished registration form and supporting documents shall be submitted through a designated drop box or post mail in the Field Offices.
- 3.1.2.3. The accomplished registration form of walk-in individuals/organizations shall be added to the said online registry by the Focal Person of BBP.

3.2. Selection and Screening

- 3.2.1. The selection and screening of qualified volunteers shall follow the selection criteria as stipulated in AO 10, series 2010 and adhere to measures and mechanisms in the deployment area for the protection of the DSWD staff, clients/residents, and other volunteers against the spread of COVID-19.

For onsite volunteer to present submit the following:

- a. Vaccination Card / proof of full / booster vaccination against COVID-19, and other EID issued by DOH/IATF



- b. In the absence of proof of vaccination, a negative result of RT-PCR test within 48 hours before the deployment shall be presented or every 2 weeks on the succeeding volunteer service. To avail of the said test for free, they shall be referred to the LGUs if they meet the set requirements. DOH/LGUs or the expenses will be shouldered by the volunteers.
- c. RTPCR/ SWAB negative results/medical certificates is required for deployment in areas/facilities with medically clients who have comorbidity//health problem or vulnerable individuals/groups "e.g. infants, senior citizens, and mentally challenge clients and others.
- d. Valid Identification card;
- e. Accomplished COVID-19 Screening Form / Health Checklist (available online and hard copy) (Annex 1) following the standard requirements and procedures *Memorandum Circular No. 11 Series of 2019) as recommended by the Center Head; and
- f. Must Sign Waiver (Annex 2).

3.2.2. The residence or zonal/quarantine classification of the volunteer/s residence must be considered for the effectiveness of the volunteer participation.

3.2.3. Onsite Volunteer/s shall submit through email their scanned copy of their profile, medical certificate/swab results for DSWD reference.

3.2.4. Volunteer/s who shall be deployed at the centers / non-residential care facilities, the Head of Office or the representative shall be invited by CBS to participate screening / interview through online or face to face as agreed by the parties. This is to ensure that volunteers meet the set criteria, fitness and health requirements of prospective volunteer/s with respect to their facility and clientele groups.

- a. The selection process of volunteer/s shall take into consideration the required health requirements and protocols issued by DSWD and the LGU.
- b. The regular standard number of volunteer/s for deployment shall be determined by the Head of the facilities in compliance to physical distancing and accordance to issuance of DSWD/IATF in the region/province/city/municipality

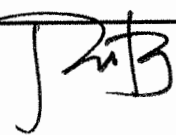
c. The regular standard waiver shall be used during the regular normal situation. The attached waiver form (Annex 2) during the endemic/epidemic/ pandemic indicates that the volunteer is voluntarily forfeiting his/her claim without the agency being liable. Nonetheless, in any case, that a volunteer/s becomes positive of the covid-19 virus or other type of EID during the volunteering period in the deployment areas, DSWD may provide assistance through the Assistance to the Individuals in Crisis (AICS) following the standard requirements and procedures of the Memorandum Circular No. 11 Series of 2019, subject to the availability of funds and the additional conditions stated in the Memorandum from the Secretary dated February 11, 2022 (*Assistance to COVID-19 Affected DSWD Personnel*) The Memorandum Circular No. 11 Series of 2019, to wit:

i. Medical Assistance - the assistance to shoulder hospitalization expenses, cost of medicines, other medical treatment or procedures such as implants, laboratory procedures including but not limited to computerized tomography, (CT) scan, electrocardiogram (ECG), echocardiogram (2D echo), magnetic resonance imaging (MRI) and provision of assistive device. Other medical expenses such as fees and professional fees may be covered.

ii. Food assistance - the provision of assistance to client(s) in need would be provided up to a maximum of ten (10) days for an amount of at least P80.00 /day to cover one (1) meal per individual. It includes hot meals, food/meal allowance, or cash equivalent to the cost of the required hot meal and/or food packs. This is for the family/caring for sick family/relatives in the hospital.

iii. Psychosocial Intervention – a set of interventions that is of non-biomedical means to positively alter a person's behavior and relationship in the society to reduce the impact of stress brought about by a crisis. It may be provided with, but not limited to, cognitive or behavioral therapies. It involves giving immediate relief to psychological and emotional issues under specific circumstances.

iv. Referral for other services - refers to assistance that are not available at the Crisis Intervention Unit (CIU) or SWAD Satellite Office but can be accessed from other resources and/or networks. These involves but not limited to, referral to



appropriate agencies like Department of Health and LGUs, referral to Reverser Transcription (RT) Polymerase Chain Reaction for COVID 19 test (RT-PCR), endorsement to government quarantine facilities for volunteer/s displaying any COVID 19 symptoms and those who are believed to have been exposed to infection for the purpose of preventing transmission of diseases.

4. Pre-Deployment and Initial Orientation

- 4.1. The BBP Focal Person shall conduct general orientation to qualified volunteer/s through online communication. However, on face –to face conduct of the orientation, the standard health protocols should be strictly followed.
- 4.2. The Focal Person on volunteer/s in the National Resource and Logistics Management Bureau and Disaster Risk and Management Division in Field Offices shall provide the orientation on the programs and services as well as their regulations through a blended approach (face to face and online) of communication.
- 4.3. Conduct the regular pre-deployment to qualified volunteer/s and shall use the standard modules. Addendum to the existing orientation module is the session on safety and health protocols in the workplace to prevent the spread of COVID-19. The orientation can be done online or blended approach.
- 4.4. The Memorandum of Agreement (MOA) for individual/s, group/s and organization/s shall be signed in wet ink and to be submitted least 7 working days prior to volunteer’s deployment

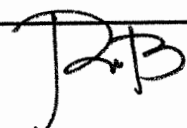
5. Deployment of Volunteers

5.1. Volunteers’ Work Plan

The preparation of the work plan shall be done through virtual meetings or a blended approach. This shall be between the volunteer/s and the supervisor the DSWD CRCF/Community-Based programs/projects, copy furnish-the BBP Focal Person for monitoring and evaluation.

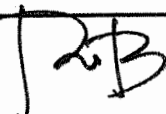
5.2. Onsite Deployment

- 5.2.1. The Office/Community-Based Program/Center/Residential Care facilities to ensure that volunteers reporting physically to the



Deployment Workplace. To reduce transmission of infectious disease the following shall be implemented

- a. Wear facemasks at all times.
 - b. Submit to thermal scanning upon entry. Persons with temperature higher than 37.5 shall not be allowed to enter the premises.
 - c. Spray alcohol/sanitizer to both hands;
 - d. Equipment/electrical gadgets being brought inside the office/center must go through a disinfection process;
 - e. Submit the accomplished the Daily Health Checklist Form which shall be provided by the Guard-On-Duty (Annex 1).
- 5.2.2.** Time in and out in the Volunteer Logbook anytime the volunteer reports physically in the deployment area
- 5.2.3.** Wear required PPEs (ex. face shield, gowns, and others) depending on the assignment/place of deployment (e.g. clinic). This may be provided subject to availability of supplies or maybe purchased by the volunteer.
- 5.2.4.** Always observe that volunteer/s practice the standards minimum health protocols of the DSWD and LGU IATF such as:
- a. Clean and wash hands before, during, and after volunteering;
 - b. If soap and water are not readily available, use sanitizer or alcohol;
 - c. Avoid prolonged physical contact or face to face interaction with clients/residents/employees/co-volunteers of the facility unless approved by the Center Head/Health provider.
 - d. Always maintain safe physical distancing while performing assigned tasks or activities.
 - e. Observe proper respiratory etiquette;
 - f. Dispose used tissue, or wet wipes and other properly
- 5.2.5.** Inform volunteer/s not to report to his/her deployment area in the DSWD once LGU declared that the barangay/community of DSWD facility/office location is under Alert Number 4 or if there is a resident in the facility who is under self-quarantine/isolation due to COVID-19 or other type of pandemic.
- 5.2.6.** Do not allow volunteer/s with signs and symptoms that could be related to COVID-19 to enter the DSWD premises, instead refer him/her to the LGU Barangay Health Emergency Response Team (BHERT) or its equivalent (depending on the type pandemic) for appropriate action.



- 5.2.7.** Accomplished Health Declaration forms shall be collected by the guard on duty, and to be forwarded to the Medical Clinic at the end of the day for contact tracing.

For CRCFs and other DSWD facilities, the designated Safety Health Committee (SHCs) /officer shall adhere to the DSWD wide issuances related to pandemic.

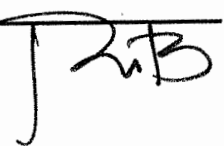
- 5.2.8.** A monitoring mechanism shall put in place to regulate the engagement of the volunteers based on the declared LGU barangay quarantine level (ECQ/MCQ/GCQ/alert level 1,2,3,4, or any similar quarantine status) of the location of DSWD facilities/deployment area.
- 5.2.9.** Assigned Medical Staff/Nurse shall ensure that the volunteer exhibiting symptoms are taken care of and the result of the evaluation is authoritatively validated,

5.3. Deployment of Online Volunteers

- 5.3.1.** Monitoring of attendance of volunteer/s rendering volunteer service through online platform—shall be based on the sessions they rendered online and submission of outputs based on agreed timeline indicated in the work plan
- 5.3.2.** To create a safe environment for online sessions, Heads of the Facilities shall:
- a. Set requirements for the deployment/engagement of volunteers for online meetings
 - b. Discuss with the volunteer/s any concerns that the facility/agency may have. Ensure that the volunteer/s understand clearly what the concern is all about (e.g. inappropriate content, cyberbullying) and why such concerned. Volunteer shall use their personal laptop, electrical gadget and equipment to communicate and deliver outputs.

6. Post-Deployment of Volunteer/s

The Capacity Building Section as Focal Person of the program shall ensure the conduct of the following:



- 6.1. Conduct of Exit Conference after the volunteer service either through online platform or face to face.
- 6.2. Send the Accomplishment Report through email to be consolidated and form part of the Accomplishment Report submitted every semester.
- 6.3. Conduct of post-deployment exit activities and stress debriefing to all deployed volunteers shall be done online or face to face following the safety protocols.

7. Dismissal

7.1. Corrective Action in appropriate situations

Corrective action may be taken following an evaluation of the case. Examples of corrective action include the requirement of additional training or dismissal from volunteer service.

7.2. Dismissal of a Volunteer

Volunteer/s who do not adhere to the rules and procedures of the agency/facility or who fails to satisfactorily perform their volunteer assignment are subject to dismissal (under 7.3). No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Head of the Facility.

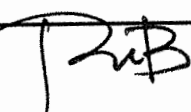
7.3. Reasons for Dismissal

Grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, such as:

- 7.3.1. under the influence of alcohol or illegal drugs
- 7.3.2. theft of property or misuse of agency equipment or materials
- 7.3.3. abuse or maltreatment of clients or co-workers
- 7.3.4. failure to abide by agency policies and procedures
- 7.3.5. violation of gender based policies, discrimination of persons with disability, and indigenous peoples, and;
- 7.3.6. failure to satisfactorily perform assigned tasks based on the work plan

III. INSTITUTIONAL ARRANGEMENT

Institutional Arrangement specifically in under item IV. Program Management of the Administrative Order 10, series of 2010 shall be complied.



IV. EFFECTIVITY

This administrative order shall take effect immediately and shall serve as supplementary policy to Administrative Order No. 10, series of 2010, Omnibus Guidelines on the DSWD National Volunteer Service Program (Amending for the Purpose Administrative Orders 214 and 218 series of 2002 and AO series 2007).

Signed on the 30 day of JUNE 2022 in Quezon City



ROLANDO JOSELITO D. BAUTISTA
Secretary

Cert. True Copy
04 JUL 2022
MYRNA H. REYES
OIC-Division Chief
Records and Archives Div.

ANNEX 1

HEALTH SCREENING QUESTIONNAIRE

The safety of our residents and staff are our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and guidance Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID). In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our DSWD Facilities, we are asking everyone to complete and submit this questionnaire prior to entering the facilities. Please do not enter the premises until your responses have been reviewed and your entry has been approved.

Please response to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our residents and employees.

Name:
Complete Address:
Phone/mobile Number:

Representations		
	YES	NO
1. Are you currently experiencing or have experienced in the past 14 days, any of the following symptoms? <i>(Please take your temperature before you answer this question).</i>		
• Fever		
• Cough		
• Shortness of Breath		
• Sore Throat		
• New Loss of taste or smell		
• Chills		
• Head or muscle aches		
• Nausea, diarrhea, vomiting		
2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or have experienced any of the above symptoms since your contact?		
3. In the past 14 days, have you been in close proximity to anyone who have tested positive for COVID-19?		
4. Have you been tested for COVID-19 and are waiting for the test results?		
5. Have you tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?		
6. In the past 14 days, have you been on a commercial flight or traveled outside of the Philippines?		
7. In the past 14 days, have you been in close proximity to anyone who have been on a commercial flight or travelled outside of the Philippines?		

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID 19 and for contact tracing. The information on this form will be maintained confidential.

ANNEX 2

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office _____

VOLUNTEER LIABILITY AND WAIVER FORM

I, (Name of Volunteer), (Age) , and residing at _____ (Home Address)

voluntarily render my services to the (Name of the DSWD Office/facility) located at (complete address) _____.

Due to the 2019 Novel Coronavirus (COVID-19) existing in the country, I agree to the following:

a. I affirm that I have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 14 days:

b. I affirm that I have not travelled to any of the barangay/municipality/city/region considered to be "high risk" by the concerned Local Government Unit within the past 14 days; and

c. I understand that DSWD cannot be held liable for any exposure to the COVID 19 virus caused by misrepresentation of information on submitted medical certificate, health history, and other provided documents by the undersigned;

I voluntarily render and agree to the implementation of the volunteer work plan despite of the danger/health risks involved due to the COVID-19 Pandemic, and comply to safety and health protocols issued by the Local Government Units/IATF;

I am aware that this volunteer work is hazardous/risky that I could be infected/ get sick due to transmission of COVID-19 virus. If I become infected with COVID-19, the Department of Social Welfare and Development (DSWD) may provide appropriate referral/ assistance; *and*

I will comply with all measures issued the LGU/Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID) as well as the guidelines of the DSWD to prevent transmission of COVID -19 virus in the workplace.

Signature over printed Name

(Day/Month/Year

Date